



UNITED STATES MARINE CORPS
HEADQUARTERS AND SUPPORT BATTALION
MARINE CORPS BASE, MARINE CORPS INTALLATIONS WEST
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

IN REPLY REFER TO:

3574

S-3

9 JAN 2014

POLICY LETTER 1-14

From: Commanding Officer
To: Distribution List

Subj: STANDARDIZATION OF HEADQUARTERS AND SUPPORT BATTALION
RETIREMENT CEREMONIES

Ref: (a) BO 5060.2R
(b) MCO P1900.16F w/Ch 1-2
(c) MCO P5060.20 w/Ch 1-41.

1. Situation. Per the references, appropriate retirement ceremonies are to be held within the capabilities of the command for the Marine or Sailor retiring. However, in recent months Headquarters and Support Battalion has found it quite challenging to offer maximum support for numerous retirement ceremonies to honor retirees. Specifically, retirement ceremonies have frequently been conducted randomly at various times and locations throughout the week. This uncoordinated/unsystematic planning approach unnecessarily places a strain on many sections to quickly provide Marines & Sailors in an ad hoc fashion. Consequently, the Battalion is taxed logistically, causing inefficient movements of equipment from location to location. Based on significant funding and transportation cutbacks, Headquarters and Support Battalion must put in some structure in order to (IOT) continue providing professional retirement ceremonies. Accordingly, retirement support requirements will now be streamlined to operate orderly and effectively for our Retirees. To this end, we shall standardize dates and locations for retirement ceremonies requiring support from this unit.

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2. Mission. To issue retirement ceremony policy guidance for our service members IOT appropriately honor and celebrate our active duty Marines & Sailors, especially those of senior rank and/or considerable service time to our great Nation.

3. Execution.

a. Commander's Intent and Concept of Operations.

(1) Commander's Intent. The S-3 section for H&S Battalion, Marine Corps Base Camp Pendleton, Marine Corps Installations West, is primarily responsible for coordinating appropriate logistical support for retirement proceedings. As such, the S-3 section will reserve and/or provide venue, tents, chairs, retiree flags, retirement practice/procedure instruction, and section personnel support from communications, combat camera, Chaplain's office, Corpsman, S-1 awards, transportation, and formation personnel, etcetera.

(2) Concept of Operations.

(a) Beginning 1 January 2014, Staff Sergeants to Master Sergeants/First Sergeants, CWO2s to CWO4s, and 2ndLts to LtCols shall conduct retirement ceremonies on the last Friday of every month at the Ranch House as the primary location and Building 1160 as the alternate. The retirement ceremonies will be separated between the hours of 0730-1630 per references (a) and (b); note, this effort will apply Battalion-wide. Specifically, time slots for respective retirement ceremonies will be conducted from 0900-1000, 1100-1200, 1300-1400, and 1500-1600. The retiree can select available time slots that best meet their needs and desires.

(b) If a retiree requests a different retirement date or venue for their respective ceremony, the retiree must seek assistance from the Company Commander or First Sergeant of the company assigned to conduct their respective retirement ceremony. The assigned company leadership will solidify all logistical planning and coordination efforts. Note, the support for these separate retirement ceremonies is considered independent; thus, retirement support will not be provided from the Battalion. However, Company support may be provided as available.

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(c) Colonels/CAPTAINS, LDO Captains through LtCols, Prior Enlisted Majors and LtCols, CW05s, and Master Gunnery Sergeants/Sergeants Major will get their first choice of retirement dates and venue along with the benefit of getting the leveraged support of this Battalion to the maximum extent possible. The only person that can deny these requests is the Battalion Commander or higher.

(d) For retirees in the ranks of Staff Sergeant to Master Sergeant/First Sergeant, CW02 to CW04, and 2ndLt to LtCol, the retiree will be supported with or without a color guard per reference (c). Both options, however, will not include a formation of troops unless it comes from their respective section.

(e) Junior Marines receiving medical retirement ceremonies will be supported on an individual basis from the Company; the Battalion can assist if required.

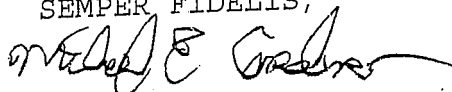
4. Administration and Logistics. All requests for Battalion support of any retirement shall be sent to the S-3 section, Headquarters and Support Battalion, Marine Corps Base Camp Pendleton, Marine Corps Installations West.

5. Command and Signal.

a. Command. This order is applicable to all commands, organizations, units, and activities under the command of Headquarters and Support Battalion, Marine Corps Base Camp Pendleton, Marine Corps Installations West.

b. Signal. This Order is effective the date signed.

SEMPER FIDELIS,



MICHAEL E. CORDERO
COLONEL USMC

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